

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: 2/12/2018
Program Name: Damage Prevention Program
Location/Address: One South Station, Boston, MA 02110

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position:

The Department of Public Utilities (“DPU”), Pipeline Safety Division (“Division”) has the authority to investigate, conduct hearings, and issue statutory civil penalties for violations of the Dig Safe Law and Regulations. The Damage Prevention Program’s primary mission is to maintain the reliability and prevent damage to underground utilities.

The Damage Prevention Program Intern will have the opportunity to learn about the Dig Safe Law and Regulations in Massachusetts and attend a free Dig Safe Training Seminar at the Department. The Intern will be assigned various administrative tasks within the Damage Prevention Program. These tasks will involve the reviewing and analyzing of data concerning the Damage Prevention Program. The Intern will interact with various contractors and utility operators to exchange information and/or resolve problem perform related duties such as maintaining program records and database information, assist in preparing correspondence, reports and any documents pertaining to Damage Prevention Program. The Intern will be expected to provide meaningful input and support the project, as assigned, to completion.

Description of Internship Duties:

1. Assist in analyzing Dig Safe reports and damage of facilities notices for accuracy, completeness, and compliance with state Dig Safe laws and regulations.
2. Assist in document and evidence analysis for sufficiency and request additional evidence, statements, photographs or documents as needed.
3. Assist in the follow up process and research on Dig Safe related Telephonic Incident Notice (“TIN”) reports.
4. Assist in maintaining the databases, documents, files, etc.
5. Assists administering the Damage Prevention Program as needed.
6. Assists in preparing the necessary documents for Informal Conferences.
7. Assist the Damage Prevention Program Manager as needed.

Knowledge and Skills required:

1. Proficient in Microsoft Office, especially Excel, Word and Outlook.
2. Ability to gather information by examining records and documents and has a high attention to details.
3. Ability to communicate effectively in oral expression and written instructions.
4. Ability to establish and maintain harmonious working relationships with others.
5. Ability to attend to details sufficiently to ensure accuracy and comprehensiveness of work. Also, maintains accurate records.
6. Ability to coordinate, maintain positive work relationships and interact with a team sufficiently to complete assignments.
7. Ability to exercise discretion in handling confidential information.
8. Ability to research information using reference materials such as the Dig Safe Manuals and the Internet, analyze and synthesize information, and acquire new knowledge and skills through on-the-job and self-directed learning.

Hours per week: 37.50

Other relevant information:

Incumbents of this position receive general guidance from the Damage Prevention Program Manager. The applicants must attend college in Boston and be available for screening activities and interview. Applicants must have completed at least 60 credit hours by May 30, 2018. Please attach your resume, cover letter and transcript (official or unofficial) to apply for this position. A letter of recommendation letter is recommended to be considered for the position.